

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-313

For: State and County Offices

APSS Software in County Release No. 409-S

Processing Dairy Market Loss Assistance (DMLA) Program Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice LD-480 provided policy and procedure for the 1999 DMLA program.

County Release No. 405 provided software for processing DMLA applications.

Automation instructions for processing DMLA applications were provided in:

- Notice PS-306
- Notice PS-311.

B

Purpose

County Release No. 409-S provides software for processing DMLA Program payments at the County Office. This notice provides automation instructions for:

- flagging **refused** DMLA payments **before** processing DMLA payments
- printing the DMLA **Pre-Payment** Statement
- issuing DMLA Program payments and printing DMLA Payment Statements
- printing "**stored**" DMLA Payment Statements after payments have been issued
- printing the County Office's DMLA Summary Report after payments have been issued.

Important: County Offices **cannot** process DMLA payments until the payment rate table is broadcast to, and received by, County Offices.

Software for processing DMLA **overpayments** and **underpayments** will be provided in a **future release**.

Disposal Date

December 1, 1999

6-11-99

Distribution

State Offices; States Offices relay to County Offices

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2 Important DMLA Payments Information

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Basic Facts

DMLA payments, that will be processed using the entire \$200,000,000 allocation for payment of initial applications:

- can be issued as CCC-184 or EFT
- are made to:
 - the operation ID #, as opposed to individual members of the operation
 - each producer when the DMLA application involves “multiple producers”
- are subject to assignments, joint payment, and setoff.

Note: Establish assignments or joint payment records, before processing payments, according to 63-FI, using program code “99DMLA”.

B

Warning Message

If County Offices attempt to process DMLA Program payments according to this notice **before** the payment rate table has been received, the following warning message will be displayed:

```
"//      DMLA rate file is not on this system.  
          If the DMLA rate file has been downloaded to the counties  
          Please contact the Technical Assistance Center for Help  
          SYS-3725  Options (0  ) Pause--when ready, enter to continue".
```

C

Pre-Payment and Payment Sequence

DMLA:

- payments can be **refused** by being flagged **before** payment processing
 - county pre-payment summary reports:
 - can be printed to review calculations **before** issuing DMLA payments
 - list all payments on 1 document, see **Exhibit 1**
 - payments and Payment Statements process automatically in batches as:
 - CCC-184's
 - EFT's
 - a combination of CCC-184's and EFT's, as applicable.
-

Continued on the next page

2 Important DMLA Payments Information (Continued)

D

Payment Batch Modes

DMLA payments can be processed in these 3 **batch** modes:

- **"B"** batch processing mode, where 200 payments are passed to accounting where no flags are "Y" on Name and Address file (NAM), except direct deposit flag
 - **"A"** batch assignment/joint payment processing mode, where 100 payments are passed to accounting, with either assignment and/or joint payment flag as "Y" on NAM, with no other flags "on" except direct deposit flag
 - **"O"** batch online processing mode, where 50 payments are passed to accounting with various NAM flags as "Y", including bankruptcy, where setoffs can be processed.
-

3 Getting Started With Processing DMLA Payments

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Accessing DMLA Processing Menu

County Offices shall take the following actions to access the DMLA Processing Menu.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"> • ENTER "13", "Price Support" • PRESS "Enter". 	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"> • ENTER "10", "Perform Special Functions" • PRESS "Enter". 	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none"> • ENTER "2", "Perform Dairy Market Loss Assistance (DMLA) Processing Functions" • PRESS "Enter". 	DMLA Processing Menu PMA000 will be displayed.

Continued on the next page

3 Getting Started With Processing DMLA Payments (Continued)

B DMLA Processing Menu PMA000

This is an example of DMLA Processing Menu PMA000.

```
COMMAND                                PMA000
DAIRY MARKET LOSS ASSISTANCE PROGRAM - PROCESSING MENU
-----
  1. Entering and Storing DMLA Application Data
  2. Delete a DMLA Application Before Upload
  3. Issuing DMLA Payments
  4. Canceling DMLA Payables
 *5. Recording DMLA Overpayments/Underpayments
  6. Print Stored DMLA Application Data
  7. Print Stored DMLA Payment Data
  8. Issue Canceled/Failed DMLA Payments
  9. Flag Refused Payments

21. Return To Application Selection Menu
22. Return to Office Selection Menu
23. Return to Primary Selection Menu
24. Sign Off

Enter option and press the "Enter" key
Cmd3=Previous Menu
```

Installation of County Release 409-S activates:

- **option "3"** for:
 - printing a DMLA Pre-Payment Summary Report, see paragraph 6.
 - issuing DMLA payments and Payment Statements, see **paragraph 7**
- **option "4"** for canceling DMLA payables, see **paragraph 8**
- **option "7"** for printing stored DMLA payment data, see **paragraph 9**
- **option "8"** for:
 - issuing a payment if it failed during initial payment stage
 - re-issuing a canceled payment in same amount

Note: See **paragraph 11**.

- a new **option "9"** for:
 - displaying all producers scheduled for payment on selected application
 - flagging individuals by application for a **refused** payment.

Important: See **paragraph 4**.

4 Flagging Individuals for Refused DMLA Payment

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Flagging Refused Payments

Important: **Refused** payments **must** be flagged according to this paragraph **before** the DMLA payments process is initiated according to paragraph 5.

DMLA applications can be flagged for **refused** payment, for:

- the entire DMLA application
- 1 or more “multiple producers”.

To flag **refused** payments, ENTER "9", "Flag Refused Payments", and PRESS “Enter” on DMLA Menu PMA000. This sequence will occur:

- self-explanatory Screens PMA31000, PMA31500, and PMA31010 will be displayed, in that order, and allow the user to identify the DMLA application number and the contract producer for which a **refused** payment is to be flagged
 - Screen PMA90000 will be displayed and:
 - list all producers on the selected DMLA application with the refused payment flag defaulted to “N”
 - allow the user to ENTER “Y” after name of producers for refused payments
 - after entries are completed on Screen PMA90000, PRESS “Enter”:
 - flagged payments will be refused when payments are processed
 - DMLA Processing Menu PMA000 will be re-displayed.
-

5 Initiating DMLA Payments Processing

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Accessing Screen PMA50500

To initiate DMLA payments processing, ENTER "3", "Issuing DMLA Payments", and PRESS "Enter" on DMLA Menu PMA000.

Screen PMA50500 will be displayed with the message: **"Caution: To flag 'Refused Payments' return to Menu PMA000 and take Option 9"**.

See paragraph 4 for flagging **refused** payments.

This is an example of Screen PMA50500.

DMLA PAYMENTS	077-MARTINDALE	PMA50500
DAIRY MARKET LOSS ASSISTANCE	Version: AA55	05-12-99 14:06 Term C5
Dairy Market Loss Assistance Program for payment year: 1999		
Do you wish to print the DMLA Pre-Payment Summary Report? (Y or N) . .		
Do you wish to issue DMLA Payments as a batch process? (Y or N) ##### . .		
Do you wish to issue DMLA Payments with Setoffs? (Y or N) ##### . .		
Do you wish to issue DMLA Payments with Assignments? (Y or N) ##### . .		
Caution: To flag "Refused Payments" return to Menu PMA000 and take Option 9		
Press "Enter" To Continue Cmd7=End of Job		

Joint payments are issued through the:

- assignment batch when the flag is "Y" on the Name and Address file, and CCC-37 has been set up according to subparagraph 2 A
- setoff batch if money is due to the producer after the offset is taken; then the payable is routed to the Assignment/Joint Payment system when applicable.

Note: If application has a producer with only direct deposit flag set, and another producer is subject to setoffs, both will be sent through setoff batch.

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5 Initiating DMLA Payments Processing (Continued)

B

Making Entries on Screen PMA50500

County Offices must answer each question on Screen PMA50500. Based on user responses, DMLA payments will process according to this table.

Screen PMA50500 Question Number...	Action When the Entry Is...
1. Do you wish to print DMLA Pre-Payment Summary Report?	<ul style="list-style-type: none"> • “Y”, the Pre-Payment Summary Report is printed • “N”, the Pre-Payment Summary Report does not print.
2. Do you wish to issue DMLA Payments as a batch process?	<ul style="list-style-type: none"> • “Y”, as applicable: <ul style="list-style-type: none"> • 1 payment is issued to the applicable operation ID # • 1 payment is issued to each “multiple producer” ID # • 1 DMLA Payment Statement is printed for each payment • “N”, no DMLA payments are issued.
3. Do you wish to issue DMLA Payments with Setoffs?	<ul style="list-style-type: none"> • “Y”, subject to joint payment, as applicable: <ul style="list-style-type: none"> • 1 payment is issued to applicable operation ID # • 1 payment is issued to each multiple producer ID # • setoffs are processed • 1 DMLA Payment Statement is printed for each application • “N”, no DMLA payments are issued for applications with setoffs.
4. Do you wish to issue DMLA Payments with Assignments?	<ul style="list-style-type: none"> • “Y”, subject to joint payment, as applicable: <ul style="list-style-type: none"> • 1 payment is issued to applicable operation ID # • 1 payment is issued to each multiple producer ID # • assignments are processed • 1 DMLA Payment Statement is printed for each application • “N”, no DMLA payments are issued for applications with assignments.
Note: To process all DMLA applications, the user will eventually have to answer “Y” to all payment questions. “Y” answer to multiple questions at 1 time could result in lengthy processing time.	

DMLA payments process according to “flags” in NAM. See subparagraph 2 D for explanation of batch modes. The number displayed after each batch question on Screen PMA50500 indicates number of applications in batch, not total of actual payments because applications can have “multiple producers”. When the user answers:

- “Y” to any or all batches, all payments for each selected batch process
- “N”, no payments are processed for that batch.

Note: ENTER “N” if a batch contains a high volume of applications for which processing cannot be completed during a desired time frame.

6 Printing County DMLA Pre-Payment Summary Reports

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Pre-Payment Summary Report PMA268-R001

To print a pre-payment summary report, ENTER "Y" in response to, "Do you wish to print the DMLA Pre-Payment Summary Report?" on Screen PMA50500 according to the table in subparagraph 5 B. Screen PMA97000 will be displayed.

On Screen PMA97000:

- ENTER the printer ID to be used
- ENTER the number of copies of the pre-payment report to print
- PRESS "Enter" to display the informational Screen PME00005.

This is an example of Screen PME00005.

077-MARTINDALE	PME00005
DAIRY MARKET LOSS ASSISTANCE SCREEN	Version: AB55 05-12-99 14:10 Term C5
<hr/>	
PY 99	
DAIRY MARKET LOSS ASSISTANCE PAYMENT	
Printing DMLA Pre-Payment Report.	

For an example of the County DMLA Pre-Payment Summary Report for 1999 Payment Year, see **Exhibit 1**.

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7 Issuing DMLA Payments and DMLA Payment Statements

A Payments and Payment Statements

Important: Because the manually prepared DMLA application was approved according to Notice LD-480, Exhibit 1, Item 15, **before** APSS DMLA application data was uploaded to KCMO, the automated DMLA Payment Statement **does not** require an approval signature.

When users initiate DMLA payments processing, according to paragraph 5, this sequence occurs:

- informational Screen PME50000 will be displayed with the message, "payments are processing"
- DMLA payments automatically process
- Screen PMA97000 will be displayed and allow the user to:
 - ENTER the printer ID for printing the DMLA Payment Statement
 - ENTER the number of copies of each Payment Statement to print
- after entries are made on Screen PMA97000, PRESS "Enter" and Screen PCE99910 will be displayed.

This is an example of Screen PCE99910.

077-MARTINDALE		PCE99910
DMLA Payment Statement	Version: AB55	05-12-99 14:10 Term C5
PY 99 DMLA # MULTI		
DAIRY MARKET LOSS ASSISTANCE (DMLA)		
DMLA PAYMENT STATEMENT should now be printing on P. .		
Do you want to reprint this form? (Y or N) . .		
Press "Enter" To Continue		

For an example of the DMLA Payment Statement, see **Exhibit 2**.

8 Canceling DMLA Payables

A Canceling Payables

Use **option "4"** on DMLA Processing Menu PMA000 to completely cancel the DMLA payment, or all payments, made for a particular DMLA application. In this process, if the DMLA payment was by:

- CCC-184 and it is:
 - available, the CCC-184 will be canceled
 - not available, a receivable will be created
- EFT and it has:
 - been queued for transmission, a receivable will be created
 - not been queued for transmission, EFT will be canceled.

To cancel DMLA payments, ENTER "4", "Canceling DMLA Payables", and PRESS "Enter" on DMLA Processing Menu PMA000. This sequence occurs:

- self-explanatory Screens PMA31000, PMA31500, and PMA31010 will be displayed, in that order, and allow the user to identify the DMLA application number and the contract producer for the application to be **canceled**
 - Screen PMA70000 will be displayed with the following 2 statements and 1 question:
 - "This process will cancel ALL payments (CCC-184 and EFT) issued to ALL producers on this DMLA application"
 - "Cancellation will create receivables if EFTs were queued or if the CCC-184s have been mailed"
 - "Do you wish to cancel this DMLA Application's Payments? (Y or N)"
 - after entry is completed on Screen PMA70000, PRESS "Enter", and as applicable:
 - payments will be canceled
 - a receivable will be created
 - DMLA Processing Menu PMA000 will be re-displayed.
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9 Printing Stored DMLA Payment Statements

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Stored Payment Statements

At any time **after** DMLA payments have been issued, County Offices can print stored DMLA Payment Statements.

To print stored DMLA Payment Statements, ENTER "7", "Print Stored DMLA Payment Data", and PRESS "Enter" on DMLA Processing Menu PMA000. Screen PMA01500 will be displayed.

On Screen PMA01500, ENTER the application numbers they wish to print, and PRESS "Enter". Screen PMA97000 will be displayed.

On Screen PMA97000:

- ENTER the printer ID to be used
 - ENTER the number of copies requested
 - PRESS "Enter", and Screen PCE99910 will be displayed with the question "Do you want to reprint this form? (Y or N)".
-

10 Printing County DMLA Summary Report for 1999 Payment Year

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County Summary Reports

County Release No. 405 provided the capability to print County DMLA Summary Reports. See Notice PS-306, paragraph 7. The county summary report:

- **before** DMLA payments are issued, will:
 - display detailed DMLA application data
 - **not** display any payment information
 - **after** DMLA payments have been issued, will display detailed DMLA:
 - application data
 - payment data.
-

11 Reissuing Canceled or Failed DMLA Payments

A Reissuing DMLA's

To reissue canceled or failed DMLA payments, ENTER "8", "Issue Canceled/Failed DMLA Payments", and press "Enter" on DMLA Processing Menu PMA000. Screen PMA31000 will be displayed.

On Screen PMA31000:

- ENTER the number of DMLA to be reissued in the "DMLA Number" field
 - after the applicable entry is made, PRESS "Enter". Screen PMA31010 will be displayed and allow for producer identification. Go to subparagraph B.
-

B DMLA Screen PMA97000

After the correct producer is identified on Screen PMA31010, PRESS "Enter". Screen PMA97000 will be displayed.

This is an example of Screen PMA97000.

077-MARTINDALE		PMA97000	
DMLA - PRINTER ID SELECTION	Version: AB55	05-26-99 14:10	Term
C5			
TONY JONES	PY 99	DMLA #	23

DAIRY MARKET LOSS ASSISTANCE PROGRAM

DMLA procedure to print forms and reports has started.

Enter the printer ID to be used: . . (P1, P2, etc.)

Enter the number of copies to print: . . (Maximum is 99)

Note: These entries will apply to all transaction generated forms printed by DMLA at this point.

Press "Enter" To Continue

On Screen PMA97000, PRESS "Enter" to continue. DMLA payment:

- statement will be printed
 - will be processed through accounting software.
-

County DMLA Pre-Payment Summary Report for 1999 Payment Year

This is an example of the Pre-Payment Summary Report that will be printed according to paragraph 6.

TRANSYLVANIA
MARTINDALE
Report ID: PMAxxx-xxxx

U.S. Department of Agriculture
Farm Service Agency
Commodity Credit Corporation

COUNTY DMLA PRE-PAYMENT SUMMARY REPORT FOR 1999 PAYMENT YEAR

DMLA #	NAME (Contact Producer 1st)	PCT	CWT	RATE	AMOUNT
00001	ROBERT AMIDEI	55	26,000	.18	4680.00
	JACK MEIS	45			
00001	BODEL K LOWE'S BOSSIES		18,552	.18	3339.36
00003	ALLEN FARM		19,766	.18	3557.88

County Totals:

Total DMLA's:	03
Total Eligible Cwt:	64,318
Total Payments Amount:	\$ 11,577.24

DMLA Payment Statement

This is an example of the DMLA Payment Statement that will be printed according to paragraphs 7 and 9.

U. S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation DMLA Payment Statement			
Name & Address of Contact Producer		Program	St. & Co. Codes
Robert Amedei RR 1 BOX 74 PHILIPPS, ZZ 33333-3333		DMLA	51-001
Dairy Market Loss Assistance program payments have been calculated according to the information provided on form CCC-1040 filed by the producer(s) shown below.			
Name of Dairy Operation: ROBERT'S MOO COWS			
DMLA Number: 00001			
Payment Year: 1999			
Payment Date: 06/14/99			
Year	Allowable Production	Payment Rate	Payment Amount
1997	26,000 cwt.	.18	4680.00
PRODUCER	ID NUMBER	SHARE	DMLA AMOUNT
ROBERT AMIDEI	222 22 2222	45 %	2106.00
JACK MEIS	777 77 7777	55 %	0000.00
DATE		NAME & ADDRESS OF COUNTY FSA OFFICE	
		Martindale County FSA Office Box 66, RD # 1 Martindale, ZZ 33333-3333	
This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, or disability.			